# HonorHealth Careers - https://jobs.honorhealth.com

## I forgot my password. Can I retrieve or reset it?

Yes, if you forgot your password, you can easily reset it.

Internal applicants - click **Log back in!** at the top right corner of any page on the internal career site. You'll be directed to the Login page, where you'll see a link for **Forgot your password?** Click that link, enter your email address, and then check your email for directions to reset your password.

External applicants – once you have located the job you want to apply for the system will prompt you to enter your email address. After that you can click **Forgot your password?.**

## Do I need to log in to search for and review jobs?

No, you don't need to log in to review jobs on the HonorHealth career site. A login is required when applying for jobs on a career site.

## I might already have an online profile. How would I know?

If you already have an online profile, you'll find out upon starting your job application:

- If you DO have a profile, the system will confirm this once you enter your email address (or employee ID for internal applicants). You'll either be directed to the Login page—meaning you have a profile to log in to—or you'll be alerted via error message that your email is already attached to a profile. (The system does not allow multiple profiles with the same email address.)

- If you DO NOT have a profile, you'll immediately be directed to build a new profile after entering your email address.

- **Note:** Your online profile can only be associated with one email address. If you're unsure if you have an online profile and regularly use more than one email, you may wish to enter multiple addresses on the career site to see if any are attached to an existing profile. **Please do not create additional profiles for yourself with different email addresses.**

## How do I start creating my online profile?

If you're a new applicant, you can create an online profile by clicking **Apply for this job online** on any listed job and following the steps presented to you.

## After clicking the Apply button, why am I asked to enter my email address?

If you're not logged in, you may be taken to an Enter Your Email page after clicking **Apply for this job online**. By inputting your email address, the system will identify whether you're a new applicant or a returning applicant with an existing profile. It will then direct you to the logical next step in your application.

**When creating a profile, how should I submit my resume or personal information?**

You can submit your information in a few different ways. Options include:

1. Uploading your resume (through your computer or through a cloud storage site like Google Drive, Dropbox, or Microsoft OneDrive), which allows the career site to parse your resume and fill in appropriate fields.

2. Filling out an online form, which allows you to enter your information into each field manually.

Available options will be presented to you on the Basic Information page of your application. The information you choose to include will become part of your online profile in the system.

**How can I check my status for a job to which I've applied?**

You can check your status by logging in to your profile and reviewing your candidate dashboard. The dashboard will display all positions you've applied to, along with the status of each one.

**I didn't finish my application. How can I complete it?**

You can do this through the candidate dashboard in your online profile. In the Actions column, you'll see a **Continue Application** button next to all jobs in which you have an <u>incomplete</u> application. Clicking this button allows you to continue your application from where you left off.

**Note:** Also in the Actions column, you may see a **Withdraw** button next to jobs for which you have a <u>completed</u> application. You can click this button to remove your name from consideration for the job.

**How can I update the information in my online profile (including my resume)?**

You can update your information by logging in to your existing profile and clicking the **Update your profile** button. This will bring up your profile page, where you can make updates to your personal information and/or resume. When finished, simply click **Update Profile** at the bottom.

**How can I search for a job on the career site?**

There are various ways to search for a job on the career site:

1. **Keyword search:** A keyword search is used primarily for searching the title and description of a job.

2. **Advanced search:** Additional filters may be available to allow you to narrow down your search even further. If available, you can use any or all of these filters:
   o Location

   o Category

   o Company

> o    Posted Date
>
> o    Position Type

If you choose to use more than one filter, your results will meet all of the criteria selected.

**Can I be notified whenever jobs are posted that match what I'm looking for?**

Yes, you can set up email alerts to receive an email whenever a new job is posted that matches the title, location, and/or keywords you're interested in. After searching for a job on the career site, you'll see a section underneath the job listings called **Email Alert Options.** Here, you can name and save your specific search criteria as an email alert. You'll then start receiving emails that alert you whenever a new job matching your criteria is posted.

**Is there anything I can do to prevent an organization's emails going to my spam/junk folder?**

Many email providers have increasingly stringent spam filters that can trap legitimate emails. This often includes emails sent automatically, such as job application confirmations or company newsletters; it can also include emails sent to you personally, such as interview invitations.

If you notice that emails from organizations you have connected with or applied with are going to your spam folder, you may need to adjust your spam filters.

The terminology and steps to take these actions will depend on your email provider, but the idea is generally the same—you need to find the email in your spam folder and indicate that either the message or its sender is not spam.

- **Tip:** Each organization uses a company-specific email address to send out emails and notifications. If you've applied to multiple organizations that use iCIMS software, you may need to whitelist (or add to your approved sender list) the email address used for each organization. If you're unsure what that email address is, you can reach out to your point of contact at the organization.

Here are a few links to help you prevent and manage spam from some of the most common email providers:

- **Yahoo:** Manage spam and mailing lists in Yahoo Mail
- **AOL:** AOL Mail: Spam and Privacy
- **Gmail:** Mark or unmark Spam in Gmail
- **Microsoft Outlook:** Manage and organize: Clean up Inbox
- **iCloud:** iCloud: Manage junk mail
- **IBM Lotus Notes:** Managing your mail